

FILING INSTRUCTIONS FOR REGISTRATION OF CHARITABLE ORGANIZATIONS

The following documents must be submitted with every registration application:

Application for Registration of a Charitable Organization (SS-6001)

- * **If this is an initial registration, a \$50 fee must accompany your application. The fee for renewing a registration is based on an organization's gross revenue from all sources.** If you are renewing your registration, please check the *revised* fee schedule on the application for the correct fee amount. Checks are payable to the Secretary of State.
- * **Line 2: The date of birth and ten (10) year employment history of the organization's "control" or "key person(s)"** "Control" or "key persons" are person(s) in control of the day-to-day operation of the organization.
- * **All lines must be completed.** Failure to complete a line item will delay approval of your registration application. Please indicate any line item that does not apply with the notation "Not Applicable" (N/A).
- * **The application must contain the signature of two authorized officers of your organization and must be signed in the presence of a Notary Public.** The officers must be separate individuals.

Summary of Financial Activities Form (SS-6002)

- * **Charitable organizations that receive more than three hundred thousand dollars (\$300,000) in gross revenue during its fiscal year must submit a financial statement that has been audited by an independent certified public accountant in accordance with generally accepted auditing procedures.** In addition, every organization that registers with this division must submit a copy of its filed IRS Form 990, or any forms required to be filed with the Internal Revenue Service.
- * **This form must contain the notarized signature of two separate authorized officers of the organization, one of whom shall be the chief fiscal officer.**
- * **The above financial reports must contain information reflecting your organization's *most recent* fiscal year.**
- * **If you are a new organization and have not had any fiscal activity at the time of filing, you will be required to report your fiscal activity on a quarterly basis until you have completed a full fiscal year.** The quarterly financial report forms will be mailed with your letter of registration. These reports are due in our office 30 days after the end of each fiscal quarter.

Additional Information Required If You Are A New Organization.

- * **A copy of your organization's governing document which discloses the organization's purpose, organizational structure, membership provisions, and duties of the governing board.** (If your organization is incorporated, please provide a copy of its corporate charter and bylaws.) Amendments to these documents must also be filed with the Division.
- * **A copy of the Internal Revenue Service determination letter which grants your organization its tax exempt status.**

